

~~CONFIDENTIAL~~
Security Information

RECORD COPY

RECORD COPY

NATIONAL INTELLIGENCE SURVEY

STANDARD INSTRUCTIONS

NATURE, PURPOSE, AND SCOPE
OF THE NIS PROGRAM

RECORD COPY

RECORD COPY

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

DOCUMENT NO. _____
NO CHANGE IN CLASS ☐
CLASSIFIED
CLASS CHANGED TO: TS S C
NEXT REVIEW DATE: _____

25X1

~~CONFIDENTIAL~~

JUNE 1951

~~CONFIDENTIAL~~

Nature, Purpose, and Scope of the NIS Program

Authority for the NIS Program

The National Intelligence Survey (NIS) Program was established pursuant to National Security Council Intelligence Directive No. 3, 13 January 1948. This directive provides that:

An outline of all basic intelligence required by the Government shall be prepared by the Central Intelligence Agency (CIA) in collaboration with other appropriate agencies.

This outline shall be broken down into chapters, sections, and subsections which shall be allocated as production and maintenance responsibilities to CIA and those other Government agencies best qualified by reason of their intelligence requirements, production capabilities, and dominant interest to assume these responsibilities.

This basic intelligence shall be compiled and continuously maintained in National Intelligence Survey to cover foreign countries, areas, or broad special subjects, as appropriate.

The NIS shall be disseminated in such form as may be determined by the Director of Central Intelligence (DCI) and the agencies concerned.

The DCI shall be responsible for coordinating the production and maintenance and for accomplishing the editing, publication, and dissemination of the NIS and shall make such requests on the agencies as are necessary for the proper development and maintenance of the NIS.

Departments or agencies to be called on for contributions to this undertaking may include agencies other than those represented permanently in the Intelligence Advisory Committee (IAC).

Basic Concepts of the NIS Program

The NIS is a concise digest of basic intelligence required by the Department of Defense for strategic planning and high level operational planning, and by the Department of State for use in formulating and executing U.S. foreign policy. It also serves other Government agencies which require it for the accomplishment of their missions. In general, the intelligence contained in NIS is concerned with the relatively permanent features and fundamental characteristics of a country, area, or broad special subject, and covers such fields as the geographical, political, economic, military,

scientific, and sociological aspects of the country or area or the fundamental aspects of the broad special subject.

The NIS Program has two phases: 1) the initial production of NIS on countries or areas in accordance with JCS priorities and Intelligence Agency capabilities and 2) the continuous maintenance of such NIS.

The objective of the first phase is to produce integrated basic intelligence studies of all pertinent aspects of the countries or areas within the limits of available information and intelligence on countries or areas.

The objective of the second phase is to keep up to date the basic intelligence contained in the published NIS, to fill gaps in this intelligence, and to improve the presentation of material in NIS originally produced. It is the responsibility of agencies having dominant interest to place each NIS element actively on a maintenance basis as soon as the element has been initially produced. This phase of the program is to continue indefinitely. Revisions will be published as required.

Both phases of the NIS Program require an over-all collection effort covering all important foreign countries and areas of the world simultaneously.

If information is available to undertake an NIS of lower priority than one on which adequate material is not available, the NIS of lower priority will be produced and will not be held in abeyance pending the availability of material for the NIS of higher priority.

While the aim of the collection effort will be to enable the production of complete and reliable published NIS, it must be recognized that the production and maintenance program requires information in greater detail than the intelligence which appears in the published NIS.

New information will be continuously processed so that the intelligence on hand will be constantly up to date and ready for use.

The NIS Program must be flexible in order to meet the basic intelligence requirements of the Joint Chiefs of Staff. To this end it may be necessary to produce and disseminate separate chapters or sections of any NIS.

~~CONFIDENTIAL~~

PAGE 1

~~CONFIDENTIAL~~

NATURE, PURPOSE, AND SCOPE

JUNE 1951

Standard Instructions for NIS

The *Standard Instructions for National Intelligence Surveys* contain outlines of basic intelligence requirements, allocations of responsibility for production, and instructions for the production of this intelligence. These *Standard Instructions* were prepared by a joint committee of representatives of the Director of Central Intelligence and the Chiefs of Intelligence Agencies of the Departments of State, the Army, the Navy, and the Air Force; were concurred in by the Intelligence Advisory Committee; and were approved by the National Security Council.

The outlines and outline guides are so drafted as to cover all the basic intelligence aspects of the most complex foreign country or area. However, the appropriate treatment of any topic included in the outlines and outline guides is determined by the sense in which and the extent to which that topic applies to the particular country or area under consideration. Thus, the outlines and outline guides should be adapted to the country or area on which the NIS is being produced.

The *Standard Instructions* prescribe the basic procedures to be followed in producing and maintaining all NIS. They cannot, however, cover all contingencies. Hence, when cogent reasons exist, the instructions may be modified or supplemented to permit appropriate treatment of any topic.

Content of an NIS

An NIS is divided into chapters, each of which treats a major functional aspect of the country or area under consideration. These chapters are divided into sections, each of which treats a major subdivision of the field covered by the chapter. The section is so designed as to permit it to serve as the basic unit of production and maintenance and so enhance the flexibility of the NIS Program. The NIS chapters are as follows:

Chapter	I	Brief
Chapter	II	Military Geography
Chapter	III	Transportation and Telecommunications
Chapter	IV	Sociological
Chapter	V	Political
Chapter	VI	Economic
Chapter	VII	Scientific
Chapter	VIII	Armed Forces
Chapter	IX	Map and Chart Appraisal

Certain topics involving numerous details are given general treatment in appropriate sections of NIS chapters and full treatment in supplements. Supplements are prepared only if the topic in question is sufficiently important in an NIS Area to warrant this detailed treatment. There are, at present, the following five supplements:

NIS Supplement No. I	Ports and Naval Facilities
NIS Supplement No. II	Air Facilities
NIS Supplement No. III	Telecommunications

NIS Supplement No. IV	Urban Areas
NIS Supplement No. V	Petroleum

The Special NIS on Marine Climate and Oceanography divides the world sea areas into ocean basins. These ocean basins are further subdivided into Parts, each of which is comparable to a chapter in the other NIS. The production unit is a Part, each of which will consist of three sections. Ocean basins are designated as follows:

NIS 104	Atlantic Basin	12 Parts
NIS 105	Pacific Basin	12 Parts
NIS 106	Indian Basin	4 Parts
NIS 107	Arctic Basin	1 Part
NIS 108	Antarctic Basin	1 Part

A gazetteer will be published for each NIS Area.

The geographic areas covered by the NIS are generally defined by political boundaries. In CHAPTERS II (Military Geography), however, areas are determined in terms of natural geographic units.

In some instances, it is desirable to define the geographic area in terms of natural boundaries. For example, since the Iberian Peninsula, including the approaches into the Pyrenees from France, forms a natural geographic concept, it should be considered geographically as a whole. Thus, the geographic treatment of this area would serve as CHAPTER II for both NIS Portugal and NIS Spain.

Conversely, the area included within political boundaries may be so extensive as to embrace several natural geographic units. Examples of such areas are the U.S.S.R. and China. CHAPTERS II for these areas would consist of several Parts, each treating a natural geographic unit.

In addition, it will be necessary to transcend political boundaries in many instances in order to obtain comprehensive treatment of certain functional aspects, such as transportation and ports and naval facilities; and such procedure should be followed wherever necessary.

The scope of each chapter, supplement, and Special NIS is outlined in detail under the Outline Guides in this volume. Chapter and section outline guides in general include initial comments relative to content of the unit as a whole which are not repeated with but are pertinent to the detailed outlines for individual sections and subsections. The following standard definitions apply explicitly to CHAPTERS II-IX and by implication to CHAPTER I:

a) The first section of each chapter is uniformly entitled Introduction. This section is not a summary of the basic intelligence contained in the remainder of the chapter or an explanation of the organization of the chapter. Rather, it presents an analysis of the basic intelligence contained in the chapter. It also presents general aspects which cannot be treated adequately elsewhere in

JUNE 1951

NATURE, PURPOSE, AND SCOPE

~~CONFIDENTIAL~~

the chapter. For example, the organization and functions of the high command are covered in SECTION 80 (Introduction to CHAPTER VIII, Armed Forces) because this topic cannot be adequately treated in the subsequent sections of CHAPTER VIII. The chapter outline guides indicate the nature and scope of the treatment to be accorded the Introduction of each chapter.

b) The first subsection of each section is uniformly entitled General. This subsection is provided to permit a proper approach to the treatment of material contained in the remainder of the section.

c) The last subsection of most sections is uniformly entitled Comments on Principal Sources. This subsection is to serve the following purposes:

To provide an evaluation of the principal source material used in preparing the section and thereby inform the user of the general credibility to be accorded the intelligence contained in the section.

To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

Summary of agency functions

1. GENERAL

Where one agency is responsible for a section of a chapter or a subsection of a section which is being coordinated by another agency, working level liaison shall be maintained. All communications of a policy or requirements nature to the agency preparing the section or subsection will be passed through intelligence command channels.

In all instances working level coordination among agencies concerned will include the following:

Exchange, where applicable, of drafts of completed draft sections in order to resolve inconsistencies among sections and detect gaps in over-all coverage.

Informal coordination in compiling specific subsections which are assigned as the responsibility of one agency but impinge upon the field of interest of another.

2. NIS COMMITTEE

The NIS Committee consists of representatives of the Director of Central Intelligence and the Chiefs of the Intelligence Agencies of the Departments of State, the Army, the Navy, and the Air Force. The representative of the Director of Central Intelligence is *ex officio* chairman of the committee. It also includes an advisory member from the Joint Staff who shall be thoroughly familiar with the basic intelligence requirements of the Joint Chiefs of Staff (JCS), keep the JCS informed of the progress of the NIS Program, and

keep the NIS Committee informed of changes in the JCS requirements.

The NIS Committee performs the following functions:

Considers and recommends for Intelligence Agency approval over-all policies for the NIS Program.

Determines the scope and treatment of each NIS to be produced.

Allocates responsibility for production and maintenance of NIS in accordance with the intelligence requirements, production capabilities, and dominant interest of the Intelligence Agencies concerned.

Establishes NIS production and maintenance schedules based upon JCS priorities and agency capabilities.

Promulgates procedures and instructions for the preparation, review, editing, and submission of NIS contributions.

Recommends to CIA measures necessary for the coordination of the NIS Program.

3. CENTRAL INTELLIGENCE AGENCY

The Central Intelligence Agency performs the following functions:

Provides over-all coordination of the NIS Program.

Produces those elements of NIS allocated to it for production by the NIS Committee.

Furnishes certain common services which can best be done centrally.

Edits NIS contributions, provides advisory substantive review, and arranges for the publication of NIS.

Disseminates NIS in accordance with Intelligence Agency agreements.

4. IAC AGENCIES

The IAC Agencies (State, Army, Navy, and Air Force) perform the following functions:

Provide a member and alternate members of the NIS Committee. This member represents, and speaks for, the Chief of the Intelligence Agency of the Department from which he is accredited.

Produce and maintain the NIS elements which have been allocated by the NIS Committee as production responsibilities.

Implement collection effort which may be required for NIS production and maintenance.

5. NON-IAC AGENCIES

The non-IAC Agencies perform the following functions:

Produce and maintain portions of NIS when explicitly assigned that responsibility by the NIS Committee or by an Intelligence Agency with the approval of that Committee.

Furnish Intelligence Agencies with material for integration into NIS by those agencies.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~
Security Information

ALLOCATIONS

NATIONAL INTELLIGENCE SURVEY

STANDARD INSTRUCTIONS

ALLOCATION OF RESPONSIBILITY FOR
PREPARATION OF NIS

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

~~CONFIDENTIAL~~

JUNE 1951

~~CONFIDENTIAL~~

Allocation of Responsibility for Preparation of NIS

Neither the following allocations nor any interpretation thereof shall negate the basic principle that each department is responsible for the production of that intelligence which is responsive to its departmental mission.

CHAPTER I—BRIEF

Section 10—Introduction

- 11—Strategic Significance of the NIS Area
- 12—Military Geography
- 13—Transportation and Telecommunications
- 14—Sociological
- 15—Political
- 16—Economic
- 17—Scientific
- 18—Armed Forces
- 19—Map and Chart Appraisal

JOINT EFFORT COORDINATED BY CIA

CIA
 CIA (with joint assistance)
 Army (with joint assistance)
 Army (with joint assistance)
 State (with joint assistance)
 State
 State (with joint assistance)
 CIA (with joint assistance)
 Army (with joint assistance)
 CIA (with joint assistance)

CHAPTER II—MILITARY GEOGRAPHY

Section 20—Introduction

- 21—Military Geographic Regions
- 22—Coasts and Landing Beaches
- 23—Weather and Climate
- 24—Topography
- 25—Urban Areas

ARMY—CHAPTER COORDINATOR

Army (with joint assistance)
 Army
 Navy (with Army assistance)
 Joint Meteorological Committee
 Army
 Army

CHAPTER III—TRANSPORTATION AND TELECOMMUNICATIONS

Section 30—Introduction

- 31—Railway
- 32—Highway
- 33—Inland Waterway
- 34—Petroleum Pipeline (treated in Sub-section 62, C and Supplement V)
- 35—Ports and Naval Facilities
- 36—Merchant Marine
- 37—Civil Air
- 38—Telecommunications

ARMY—CHAPTER COORDINATOR

Army (with joint assistance)
 Army
 Army
 Army

 Joint Army-Navy
 Navy
 Air Force (with Navy participation)
 Army

CHAPTER IV—SOCIOLOGICAL

Section 40—Introduction

- 41—Population
- 42—Characteristics of the People
- 43—Religion, Education, and Public Information
- 44—Manpower
- 45—Health and Sanitation
- 46—Public Welfare

STATE—CHAPTER COORDINATOR

State
 State (with Army assistance)
 State
 State
 State
 State
 Army
 State

~~CONFIDENTIAL~~

PAGE 1

ALLOCATIONS

JUNE 1951

CHAPTER V—POLITICAL

- Section 50—Introduction
 51—The Constitutional System
 52—Structure of the Government
 53—Political Dynamics
 54—Public Order and Safety
 55—National Policies
 56—Intelligence and Security
 57—Subversive
 58—Propaganda
 59—Biographies of Key Personalities

STATE—CHAPTER COORDINATOR

State
 State
 State
 State
 State
 State (with joint assistance)
 CIA (with joint assistance)
 State (with joint assistance)
 State
 State

CHAPTER VI—ECONOMIC

- Section 60—Introduction
 61—Agriculture and Food

 62—Fuels and Power

 D. Electric power
 63—Minerals and Metals

 F. Construction materials

 64—Manufacturing and Construction

 A. General
 B. Industrial machinery and equipment
 C. Motor vehicles (including tanks, self-propelled guns, etc.)
 D. Aircraft production
 E. Shipbuilding
 F. Explosives, industrial and military
 G. Guns, explosive devices, and ammunition
 H. Other military equipment and supplies (including war gases and smoke preparations)
 I. Telecommunications, signal and lighting equipment
 J. Chemical industries
 K. Agricultural processing industries
 L. Fibers, fabrics, and rubber
 M. Construction industries
 N. Other industries
 O. Comments on principal sources

 65—Trade and Finance

CIA—CHAPTER COORDINATOR

State (with joint assistance)
 State (with the assistance of the Department of Agriculture and the Fish and Wildlife Service, Department of the Interior)
 State (with assistance of the Department of the Interior)
 Army
 State (with the assistance of the Department of the Interior)
 Army

STATE—SECTION COORDINATOR

State
 State (primary responsibility)
 Army

 Air Force (with Navy participation)
 Navy
 Army (with joint assistance)
 Army (with joint assistance)
 Army (with joint assistance)

 Army (with joint assistance)

 State
 State
 State
 State
 State
 State (with joint assistance)

CHAPTER VII—SCIENTIFIC

- Section 70—Introduction

 71—Electronics

CIA—CHAPTER COORDINATOR

CIA is to produce final draft with contributions from Navy and Air Force; guidance from Army and State.
 CIA to coordinate through the JEIC the final draft based upon contributions from all intelligence agencies.

JUNE 1951

A L L O C A T I O N S

~~CONFIDENTIAL~~CHAPTER VII—SCIENTIFIC (*Continued*)

72—Air, Ground, and Naval Weapons

73—Atomic Energy

74—Biological Warfare (BW)

75—Chemical Warfare (CW)

76—Miscellaneous

CHAPTER VIII—ARMED FORCES

Section 80—Introduction

81—Ground Forces

82—Naval Forces

83—Air Forces

CHAPTER IX—MAP AND CHART APPRAISAL

Section 90—Introduction

91—Selected Maps, Charts, and Plans

A. General

B. Physical maps, navigation charts of urban areas

C. Maps of transportation and communications

D. Sociological, political, and economic maps

E. Special armed forces maps

92—Appraisal of Selected Maps, Charts, and Plans

SUPPLEMENT I—PORTS AND NAVAL FACILITIES

SUPPLEMENT II—AIR FACILITIES

SUPPLEMENT III—TELECOMMUNICATIONS

CIA—CHAPTER COORDINATOR

CIA to coordinate, through SIC working committees where practicable, the final draft with contributions on:

Guided missiles and aircraft from the Air Force;

Ground weapons from the Army; Naval weapons from the Navy.

CIA to coordinate through the JAEIC the final draft with contributions from other intelligence agencies.

CIA to coordinate through JBWIC and JCWIC, respectively, the final drafts based upon contributions from Army and from other intelligence agencies.

CIA to coordinate through JBWIC and JCWIC, respectively, the final drafts based upon contributions from Army and from other intelligence agencies.

CIA to produce final draft based upon contributions from other intelligence agencies.

ARMY—CHAPTER COORDINATOR

Army (with joint assistance)

Army

Navy

Air Force (with Navy participation)

CIA—CHAPTER COORDINATOR

CIA (as coordinating staff for material received from Army, Navy, Air Force, and MATS)

CIA—SECTION COORDINATOR

CIA

Army, Navy, Air Force, MATS

Army, Navy, Air Force, CIA

CIA

Army, Navy, Air Force

CIA (as coordinating staff for material received from Army, Navy, Air Force, and MATS)

JOINT ARMY-NAVY

Air Force (with Navy participation)

ARMY

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

A L L O C A T I O N S

JUNE 1951

SUPPLEMENT IV—URBAN AREAS

ARMY

SUPPLEMENT V—PETROLEUM

STATE (with assistance of the Department of the Interior)

SPECIAL NIS—MARINE CLIMATE AND OCEANOGRAPHY

NAVY

Section 1—Introduction

Navy

2—Marine Climate

Navy (with assistance of the Air Force)

3—Oceanography

Navy

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~
Security Information

NATIONAL INTELLIGENCE SURVEY

STANDARD INSTRUCTIONS

NIS AREAS

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

~~CONFIDENTIAL~~

Next 6 Page(s) In Document Exempt

~~CONFIDENTIAL~~
Security Information

NATIONAL INTELLIGENCE SURVEY

STANDARD INSTRUCTIONS

EDITORIAL INSTRUCTIONS

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

~~CONFIDENTIAL~~

JUNE 1951

~~CONFIDENTIAL~~

EDITORIAL INSTRUCTIONS

CONTENTS

	<i>Page</i>
A. Transmittal of material	1
1. Letter of transmittal	1
2. Manuscript	1
3. Graphic material	1
B. Text specifications	1
1. Typing of text	1
2. Text headings	2
3. References to figures and text	2
4. Quotations and extract matter	2
5. Sample pages	2
6. Footnotes	2
7. Reference to sources	3
C. Tabular specifications	3
1. Tabulations	3
2. Tables	3
3. Typing of tables	3
4. Titles and figure numbers	3
5. Stubs and column headings	3
6. Footnotes and source references	4
7. Conventional entries	4
8. Statistical totals	4
9. Table construction	4
D. Graphic specifications	5
1. General	5
2. Photographs	6
3. Maps	6
E. General	7
1. NIS Supplement specifications	7
2. Classification and control	7
3. Treatment of names	7
4. Technical terminology	7
5. Statistical data	8
6. Return of material	8
7. Editorial style	8

~~CONFIDENTIAL~~

PAGE i

JUNE 1951

~~CONFIDENTIAL~~

Editorial Instructions

A. Transmittal of material

1. LETTER OF TRANSMITTAL

NIS material delivered to the Basic Intelligence Division (D/B), CIA requires a letter of transmittal (original and 2 copies). The letter itemizes the number of pages of text and table manuscript, table of contents and other typed material submitted, and indicates any omission of material or other deviation from standard procedure. The letter specifies control aspects of material involved. The letter of transmittal also indicates the number of extra copies of insert maps which the contributor desires run without NIS reference lines (the number not to exceed 10 copies of each map except by special arrangement), the minimum classification for each map if run without the NIS references, and any special restrictions concerning additional runs and distribution by CIA for other than NIS purposes.

2. MANUSCRIPT

NIS manuscript is submitted in 5 complete assembled copies. Each of the 5 assembled sets of manuscript includes in sequence 1) title page, 2) table of contents, 3) text, 4) tables, 5) caption list, and 6) list of any border information.

Pagination begins with the first page of text of each Section and is consecutive throughout the manuscript (including each page of the tables, which follow the text in sequence of figure numbers). Pagination is by other means than a numbering machine, which is reserved for use in D/B processing.

Manuscript with more than nominal alterations is not acceptable. Text or tabular material photostatted or similarly reproduced from printed or other material must be in positive print form and legible in approximately typewriter elite size.

The supporting items, typed triple space, are as follows:

TITLE PAGE, containing Chapter or Supplement number and title, Section number and title, and the statement: "This is a preliminary draft of Section _____, NIS _____. It has not been finally

edited or reconciled with other NIS sections and should not be reproduced. This Section has been approved for use in the NIS by the (*agency*), (*month*, *year*). This is the uniform date for the entire section and will appear on each page of the published section."

TABLE OF CONTENTS for each section, including all headings and subheads used in text according to the style given in "Text specifications." For Supplements, or when entire chapters are submitted, a separate table of contents extending through No. 2 heads of all sections also is included. Each section table of contents is immediately followed by a **LIST OF FIGURES** which lists in sequence all figures with the following details for each: Figure number as determined by sequence in tentative placement, category identification (Table, Photo, Aerial, Chart, Diagram, Plan, Map), and the caption as it appears with the figure or in appropriate short-title form. This **LIST OF FIGURES** is immediately followed by a *contributor statement*, as approved by the NIS Committee, showing the agency or agencies contributing to and responsible for preparation of the material.

CAPTION LIST (required for typesetting of all captions). Figure numbers for all tables and graphics are listed in sequence with exact wording of the caption as attached to the figure. When applicable, the list of captions is followed by a *border information list*, listing in sequence each insert map figure number with exact wording of the border information as specified in "Graphic specifications," and indicating which maps have apron material.

3. GRAPHIC MATERIAL

Graphic material, including photographs, is assembled separately from manuscript, in 4 complete sets with each item in sequence. The 4 copies of each item consist of an original and 3 copies of all black and white material, and 4 color proofs for multicolor graphic material. The original plates of multicolor maps are retained by contributor until receipt of memorandum from D/B. These originals are then forwarded as directed by D/B for final reproduction.

~~CONFIDENTIAL~~

B. Text specifications**1. TYPING OF TEXT**

Text is submitted in 5 copies, typed on one side only, with the original on substantial 8 x 12½ bond paper. Duplicating process may be used if submitted copies are thoroughly legible. Text is typed triple space. All paragraphs without headings begin with 5-space indent. Normal capitalization is used throughout (including headings), without use of continuous capitalization or of underlining except for foreign or other terms to be italicized. The last word of a typed line is always a complete word, avoiding ending any line with a hyphen. Manuscript conforms to the sample pages, with margins as shown. Each manuscript page, as shown, includes in top margin the name of the agency of primary responsibility, date (manuscript completion date, for processing control purposes only), classification, NIS number and section number. The first page of text includes the section number and title. Text pages are numbered consecutively within each section (not using a numbering machine, which is reserved for D/B processing).

2. TEXT HEADINGS

Headings used in NIS text material are as follows:

	<i>(Grade of head, not typed in ms.)</i>
II. Military Geography	<i>(Chapter title)</i>
22. Coasts and Landing Beaches	<i>(Section title)</i>
A. General	<i>(No. 1)</i>
1. Coasts	<i>(No. 2)</i>
a. Northern peninsula — Text follows	<i>(No. 3)</i>
(1) Williams Bay — Text follows	<i>(No. 4)</i>
(a) Vicinity of Port Smith — Text	<i>(No. 5)</i>
1) Seaward Approaches — Text	<i>(No. 6)</i>

Chapter and section titles are centered. No. 1 heads are typed flush with left margin of text; inferior heads are successively indented 5 typewriter spaces. No. 1 and No. 2 heads stand alone; text begins on next line with indentation of 5 spaces and thereafter flush left. Remaining heads each end with space, two hyphens, space; text follows immediately on same line, with succeeding lines beginning flush with left text margin.

Each standard heading includes a title in addition to letter or number. Titles are as brief as feasible. In No. 1 through No. 5 heads, common nouns are not capitalized. No. 6 heads are initial caps except for prepositions, articles, etc.

Headings may stand alone when immediately followed by the next grade of head. For certain material (as in Coasts and Landing Beaches), a heading may be followed on the next line or lines by coordinates, hydrographic chart references, etc. No. 5 and No. 6 headings may be modified when used to introduce a series of similar subsidiary

topics (such as a series of brief descriptive paragraphs on smaller ports).

Numbers used to itemize a series of items within text carry a single parenthesis, e.g., 1).

3. REFERENCES TO FIGURES AND TEXT

Figures (including both tables and graphic material) must be adequately referred to in the related text, using figure numbers assigned by the contributor. Reference may be integral in a sentence, "... as shown in FIGURE 32-16 ...", or parenthetical, "... (FIGURES 42-3 through 42-6) ...". It is often desirable to use the reference flexibly to differentiate types of figures, e.g., "... tabulated in FIGURE 42-7 ..." or "... shown on the map, FIGURE 42-8 ...". Statements such as "... in the following table ..." or "... in the table above ..." are undesirable because the relationship may not be retained in printing. Because figure numbering is subject to change in publication or maintenance, reference to tables or graphic material in other sections or chapters is by abbreviated caption, type of material and section number in which it appears, e.g., "(see population density map, SECTION 41)".

Tentative placement within text of tables and appropriate graphic items (e.g., line cuts) is indicated by large carets with figure numbers on the right margin of text pages (see sample pages). Each figure is caretted only once. Figures expected to follow printed text, such as half-tone illustrations and fold-in maps, are itemized after the last line of manuscript text.

Because subsection numbering and titles are subject to change in publication or maintenance, cross references are made to the highest order of text topic which will adequately indicate where the referenced material will be found. Within sections and especially within lengthy sections, however, references to subsections may be quite detailed if desirable. Another section of the same chapter is referred to by "... (SECTION 81, this chapter) ..." or "... (See section on Ground Forces) ...". Reference to a section of another chapter is as follows: "... (CHAPTER III, SECTION 31) ..." or "... (See Railway) ...".

The words Chapter, Section, and Figure, when followed by identifying number are typed in capitals and lower case.

4. QUOTATIONS AND EXTRACT MATTER

Quotations up to approximately 3 typewritten lines are included in text within quotation marks. Longer quotations, and subordinate material likewise to be printed as "extract" in smaller type, are without quotation marks, indented 5 spaces for all lines and typed double space.

Left Margin 1 1/4"		ARMY-January 1948	(CLASSIFICATION)	NIS 21 Sec-38	Top Margin 1 1/4"
		38. Telecommunications			Right Margin 1"
		A. General			
		During the Japanese occupation telecommunication facilities in Manchuria were rapidly expanded. New radio stations were...			
		B. Domestic facilities			
		1. General			
		Prior to 1933, telecommunication facilities in Manchuria were under the control of several agencies and companies licensed by the Chinese, Japanese, and Russian governments.			
		2. Telephone			
		a. Location of routes of lines -- Telephone land lines form a rather close pattern around Mukden, Chang-ch'un (Hsinking), and Harbin, and radiate to all parts of the country (Figure 38-1)..			
		b. Type of construction -- Construction was completed for an underground 28-pair nonloaded telephone cable between Mukden and Antung in 1937 (Figure 38-2). In December 1942....			
		3. Telegraph and cable			
		a. Location of routes of lines -- Most of the routes are parallel to railways and highways; lines are also built along the valleys. Practically all the major circuits and most of the other..			
		(page number)			
		(CLASSIFICATION)			
Bottom Margin 1 1/4"					

12 3/4"

8"

Fig.
38-1Fig.
38-2

ARMY-January 1948

(CLASSIFICATION)

NIS 21
Sec-38

Top
Margin
1 1/4"

Left
Margin
1 1/4"

Right
Margin
1"

The offices and agencies that provided telegraph service in the

China area in 1939 were:

Telegraph and telephone service	244
Telephone stations	232
Telegraph agencies	403
Wireless agencies	62
Total	941

b. Type of construction -- In general, construction of..

4. Radio

a. Radio communications stations -- From 1933 to 1945 the

major radio communications stations were operated by....*

*Itemized information for the period 1940 to 1945 is almost entirely based on captured Japanese documents, but the significant totals are confirmed by U.S. official reports.

b. Broadcasting -- There are several of the more powerful broadcasting stations listed in Figure 38-3.

Fig.
38-3

(1) Number of installations -- The number of these installations is considerably smaller than the total given by the 1939 telegraph offices and agencies' tabulations. It is now believed that, even with full allowance for the new facilities only a few have short-wave transmitters. There is very little information about...

(page number)
(CLASSIFICATION)

Bottom
Margin
1 1/4"

8"

JUNE 1951

EDITORIAL INSTRUCTIONS

~~CONFIDENTIAL~~

5. SAMPLE PAGES

The accompanying two pages are sample pages of text manuscript for the guidance of typists.

6. FOOTNOTES

Footnotes to text matter are kept to a minimum. When footnotes are considered necessary, up to 3 asterisks per page may be used. In manuscript the footnote is inserted on the line following the reference, separated from the text by solid lines above and below; the footnote begins indented 5 spaces from left margin, and is typed double space (see sample pages).

7. REFERENCE TO SOURCES

References to sources are confined as much as possible to the topic Comments on Principal Sources, where the evaluative discussion normally will be followed by an alphabetical listing of principal sources to which consecutive numbers are assigned. If sources are grouped by subject categories, they are numbered consecutively rather than by successive groups. In text, and in both text and figure footnotes, this facilitates brief reference, e.g., "... based on *Source 1* estimates, ..." or "... (*Source 1*) ..." When only a few principal sources are identified and are not assigned source numbers in the Comments subsection, text or footnote reference thereto is as brief as feasible. A source cited in text but not included in Comments on Principal Sources may be described in necessary detail but as briefly as possible. Author, title of source, and date normally is sufficient, typed in capitals and lower case set off from text by parentheses.

In the numbered listing of principal sources, each item is typed double space and is continuous in the following order and typewriter style:

Author, authors, editor or agency; last name first, capital and lower case, period. Title of book or other separate publication; capitals and lower case, underlined, followed within parentheses by capitals and lower case translation if required, period. Title of article from periodical in quotes, capitals and lower case, comma; followed by name of periodical, underlined, comma; edition, series, part, volume, number, selected pages, year of periodical as necessary, separated by commas in that order, with capital only at beginning of series of items, abbreviated as ed., ser., pt., vol., no., p., period. Arabic numerals used throughout except Roman after pt. Place of publication in capitals and lower case, followed by colon and publishing agency if given, otherwise period. Date, period; n.d. if not dated, period. Total pages if desired. Classification in parentheses, capital and lower case, without period.

When several works by the same author or agency are listed, the author's name is not repeated but is replaced by dashes in subsequent listings.

C. Tabular specifications

1. TABULATIONS

Relatively simple tabular presentations, generally with no stubs, less than 3 columns of data, and not requiring more than a printed column width, are treated as tabulations. Tabulations are incorporated in text manuscript without figure number or title (see sample pages). They are typed double space, with no continuous capitalization or underlining.

2. TABLES

More complex tabular presentations, generally with stub and 3 or more vertical columns of data, are treated as tables. Each table has a descriptive title (caption) preceded by a figure number. Each table is constructed to stand as an entity, because of possible separation from text in publication or use.

3. TYPING OF TABLES

Each table is typed in 5 copies, on one side only, original on substantial bond paper. Duplicating process may be used if submitted copies are thoroughly checked for legibility. Tables are typed double space, with no continuous capitals or underlining in caption, stubs, column headings, or data entries. Tables are typed on 8 x 12½ bond paper whenever practicable. For more extensive presentations, larger paper may be used, if possible retaining the 12½ inch vertical dimension. Several separate 8 x 12½ pages may be used to continue a table. When more than one page is used to present a table or when there is significant relationship between columns in separate tables, in typing it is important to maintain alignment and space relationship of columns on all pages. Each page includes in the margin, as in text pages, the name of the agency of primary responsibility, date, classification, NIS number and section number.

4. TABLE TITLES AND FIGURE NUMBERS

Table titles (captions) are as brief as possible consistent with adequate indication of table content. Date or dates are included in the title unless table content is generalized or in itself provides adequate date information. The area or political name is incorporated when feasible, in adjective form ("Value of French imports, 1945-1950") or in noun form after substance of caption ("Land use, France, 1950").

The figure number which precedes each table title is comprised of the section number followed by a hyphen and the serial number of the table in

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

EDITORIAL INSTRUCTIONS

JUNE 1951

the sequence of all figures (including all tables and graphic items) within a section, according to caretted location in the submitted manuscript.

5. TABLE STUBS AND COLUMN HEADINGS

Stubs (horizontal descriptive entries normally to the left of vertical columns of data) and column headings are carefully worded and coordinated. Proper selection and description of categories minimizes footnotes and exceptions which require explanation.

In general, the heading at the top of a column covers all material presented in the column without insertion of additional headings farther down the column. The same applies to side heads and lines of data. Where intermediate headings seem necessary, the material generally is presented as separate tables. However, related categories of items (such as apply to various weapons) may be usefully combined in a single table by making column headings more comprehensive and using sub-headings in columns and/or indicating a general change in category. Preliminary consultation with D/B on such matters is advisable.

6. TABLE FOOTNOTES AND SOURCE REFERENCES

Footnotes to tables are indicated by up to 3 asterisks and thereafter by up to 3 daggers (the typewriter symbol # is used for a dagger). These symbols are placed at the left of numerical column data, and at the right of headings, stubs, mixed or reading column data. Footnotes generally are typed double space, under the table, starting indented five spaces from left margin of table. The number of footnotes to tables is minimized by incorporation of the material into related text when feasible, by careful phrasing of stubs and headings, by consolidation in a reduced number of footnotes, or by consolidation in a single NOTE carried as a footnote without symbol.

When source reference or references are considered necessary and apply for a table as a whole, they are indicated by "Data from Source 13 . . ." beginning at the left text margin and typed two spaces below a line at the bottom of the table proper. If a NOTE item is used it precedes the conventional abbreviation *na* and explanation, if used (see conventional entries below), which in turn precedes any symbol footnotes. An entire table taken verbatim from a source (sometimes as the only available data, and not necessarily fully accepted by the contributor), is so indicated in related text, by explanation within the table, or by footnote; in such cases it is generally desirable, so far as feasible, to follow the detailed format of the original material.

7. CONVENTIONAL ENTRIES

To avoid blank spaces in columns of data, the following conventional entries are made as appropriate in table columns:

ENTRY	MEANING
...	not applicable; no footnote used
<i>na</i>	data not available, inadequate data, etc.; <i>n</i> and <i>a</i> separated and underlined; until conventional is well established, explained as "Data not available", etc., in footnote
0	indicates zero quantity or reading in columns of uniform data such as weather statistics; no footnote used
<i>none</i>	used instead of 0 when data are not uniform, e.g., to indicate known lack of production of a significant commodity; underline; no footnote used
<i>insig</i>	quantity too insignificant to record; underline; no footnote used

When exceptional items in a column are estimated they are preceded by *est* in underlined lower case, unless symbol and footnote are preferable because of an otherwise appreciably narrower column or exceptional items can be feasibly covered in other footnotes.

Ditto marks are not used in tables. For this purpose *do* in underlined lower case is used. Generally, identical entries in figure columns are repeated. It is likewise desirable to repeat word entries which have significance.

8. STATISTICAL TOTALS

When *na* or *insig* are included with vertical or horizontal data entries for which a total is given that only moderately exceeds the sum of the specific entries, no footnote explanation may be required. However, when the total is exactly the sum of the specific figures, generally it is advisable to indicate that *na* or similar items are not reflected in the total, e.g., "* Totals are of known data" or "approx." When totals are not identical with the sum of specific entries, because of rounding or different sources, indicate by note, e.g., "(Tonnage) figures rounded to nearest (thousand) are not additive".

9. TABLE CONSTRUCTION

Optimum clarity and usefulness require the careful construction of all tables in terms of the nature and purpose of the material and the characteristics of the NIS format.

Column headings normally are typed and printed horizontally. They may be vertical when heading narrow columns of data or generally to facilitate publishing a table in minimum width. Superior or consolidating headings are centered over the appropriate individual column headings.

~~CONFIDENTIAL~~

JUNE 1951

EDITORIAL INSTRUCTIONS

~~CONFIDENTIAL~~

To avoid repetition of units of measurement after items of latitude, longitude, time, distance, weight, etc., units of measurement (abbreviated as appropriate) are put at the head of column, or centered over appropriate columns. Units common to an entire table (e.g., thousands of metric tons, or percentage of population) are placed in parentheses beneath the table title.

It is desirable, so far as practicable, for a series of tables dealing with common or closely related topics to be expressed in a uniform order of magnitude of units of measurement, e.g., all in thousands of tons or hundreds of tons.

Entries in all columns align horizontally with top line of the corresponding stub.

Vertical columns of figures are aligned on the decimal point, dissimilar figures are centered in the column, and zeros precede the decimal in numbers of less than 1. Examples of various figure items are:

1500
0.15
15.5 - 17.0
insig
30 (daily)

Generally it is not desirable to carry a column in which there are no entries. Use of a column for isolated entries may be avoided by carrying the entries in a "Remarks" column or by consolidation in an explanatory note to the table.

Tables generally should be constructed to avoid extensive use of full-length lines or rules between columns and particularly between horizontal entries. Lines or boxes around column headings preferably are omitted by contributors unless format is well established.

Although contributors are not required to conform to printing requirements when constructing tables, general consideration of such requirements facilitates publication of table material. A printed NIS single-column width accommodates approximately 55 units of characters or spaces. A two-column page width takes approximately 115 units. A two-page spread takes approximately 230 characters or spaces. Two-page spreads tend to present page make-up problems in publication, including separation of tables from related text. Tables which must be viewed from the side of the page, and extended tables on fold-in inserts, generally are not desirable and are used only by arrangement with D/B. In constructing tables for normal column or page-width publication, space allowance must be made for column headings which may be wider than figure entries in columns, and for stubs. When it is apparent that the maximum horizontal lines (allowing for column entries, column headings, stubs, footnote symbols, and adequate space

between columns) will occupy more than the approximate number of spaces available but will not utilize more than a nominal additional width, rearrangement of the table warrants consideration. Vertical printing of heads is one device. When the number of columns exceeds the number of stub entries, the lay-out often may be reversed to make a longer but narrower table. When tables present problems not previously encountered, contributors are requested to consult D/B before final typing.

D. Graphic specifications

1. GENERAL

All graphic materials, such as photographs, maps, charts, graphs, and sketches, regardless of size, are (in addition to numbered tables) designated as figures. Each figure carries a separate figure number comprised of the section number followed by hyphen and serial number of the figure in the sequence of all figures within the section.

The page size of the printed NIS, including binding and other margins, is 9¼" by 12⅞". The type is set in two 3½" columns spaced ¼" apart. Figures of column width are printed 3½" wide, and 2-column figures are 7¼" wide. The maximum height of such figures including space for caption is 9¾".

All graphic items larger than page size are treated as fold-in inserts. The maximum paper size used for NIS inserts is 23¼" V x 39¾" H. The horizontal dimension normally includes a 9¼" apron.

Figures are prepared to fit NIS indicated dimensions. Care is required in laying out correct proportions and in selecting sizes of symbols, patterns, lines, and lettering to allow for reduction commensurate with that permitted by other features of the figure. When a specific amount of reduction is desired, it is so marked outside the border. Otherwise, the amount of reduction will be decided by D/B.

All charts, graphs, maps and other graphic material to be printed with text are constructed as black and white linecut figures of page size or less. Photographs and other figures requiring halftone reproduction normally will be published on coated paper inserts of page size (excepting large panoramas or mosaics which may be run as fold-in inserts), grouped immediately following text and table manuscript of each section. Multicolor graphics normally will be inserted at the end of each section.

All figures, except insert maps, are accompanied by captions (in lower case and normal word capitalization) which are carefully worded to be briefly but adequately descriptive. The first line of the caption carries the figure number followed by identification of the subject or brief descriptive phrase;

~~CONFIDENTIAL~~

PAGE 5

succeeding lines add appropriate amplification, including direction of view and indication of the date (or absence thereof, by "Date unknown") of photographs. Captions are firmly attached to figures, affixed to permit reading of the caption while viewing the figure but not obscuring the figure image. Captions must be legible but need not be drafted since all captions are set in type.

Charts or graphs do not carry titles or caption material (as distinct from explanatory legend material) within the figure image. In the case of a specially constructed chart or graph, source and date of information may be drafted within the figure.

All insert maps carry the title, legend, source and date of source, and other essential caption information drafted within the title box or neatline. Border information, indicated outside the map border in non-photographic blue but not drafted because it will be set in type, is as follows: Upper left corner—agency responsible for map content, and date to be carried by the section as a unit; center top—NIS Area number; upper right corner—classification; lower left corner—file number and agency responsible for actual map construction (unless the latter is identical with material in upper left corner); center bottom—abbreviated map title; lower right corner—figure number.

It is not necessary that all maps or photographs be oriented with north at the top, but the position of north is clearly indicated by means of a north arrow, coordinates, or caption. Names, symbols, and similar details of figures are oriented for reading from the bottom of the page. In exceptions where figures must be viewed from the side of the page, details of the figure are oriented for reading from the right-hand side of the page.

Printed "stick-up" is preferred for symbols and lettering. However, Leroy lettering is permissible. Freehand lettering and symbols are to be avoided except in such instances as the inclusion of an existent, printed map or sketch.

It is frequently desirable for graphic material, such as large-scale aeriels of airfields, to be accompanied by small-scale line-cut orientation or location maps.

2. PHOTOGRAPHS

Only clear and distinct photographs are acceptable, and original prints are supplied insofar as possible. Except where the original is unwieldy, prints are supplied at the same scale as originals, including suggested cropping to be undertaken in D/B processing.

High-altitude aerial photographs carry a north arrow and bar scale drafted on the face of the print. When a photograph originally has foreign annota-

tions on the face of the photograph, the annotations are retained and accompanied by translation or explanation. Where feasible, the translation is added to the face of the print in the form of a key or legend; where space is not available or a key or legend is not adequately descriptive, the translation or explanation appears in the caption or on a separate typed sheet attached to each copy of the print.

Instructions for selection and preparation of photographs are set forth in NIS supplementary instructions.

3. MAPS

All NIS maps are carefully selected and constructed in terms of the purpose and subject material of a map or plan, content and positional integration with text, suitability of color or other differentiation, and all feasible uniformity in layout, lettering, and other drafted elements.

All maps have a neatline and border, a legend centered under the map title, a bar scale centered beneath the legend, and the classification centered beneath the scale. Legends clearly define all symbols not self-explanatory or generally understood from common usage. A direction indication, either coordinates or a north arrow, is included. Maps prepared as a series (e.g., port and town plans) have consistent treatment throughout in type style, zipatone patterns, title and legend layout. Non-varying plastic (e.g., dyrite, vinylite) is preferable for the construction of color plates, to facilitate accurate registry in printing.

A map designed as a black and white line drawing, page size or less, is preferable for many NIS purposes because it can be printed adjacent to the related text. When information cannot be adequately presented in black and white, limited use of one additional color for such maps is possible, upon consultation with D/B.

A Standard Base Map for each NIS Area is prepared and distributed by Geographic Division, (D/G), CIA in the following forms: Black and white and composite color copies on paper; composite black line and black line copies of each color separation plate on plastic (dyrite). Specific instructions concerning reduction, sizes, etc., are distributed with the base map for each NIS Area.

Contributors are responsible for drafting their own overlays, which are keyed to the base plates of NIS Standard Base Maps.

In addition to the Standard Base Map a small-scale Page Size Base Map is prepared for each NIS Area. This map is available to contributors in black-line and non-photographic blue, paper copies. Black-line maps or color overlays are prepared by drafting directly on these bases.

JUNE 1951

EDITORIAL INSTRUCTIONS

~~CONFIDENTIAL~~

For purposes where base maps are not applicable (such as port plans), contributors are responsible for compiling and constructing their own maps. Contributors lacking necessary cartographic facilities should consult D/B.

Fold-in maps are printed with a page-size apron, to permit full view of the map as the text is read. This apron can be used for printing information additional to that contained in the legend, such as lists of installations or regions. Such information is submitted on a separate typewritten sheet, a copy of which is attached to each copy of the map. Printed material is not carried on the back of a map.

E. General

1. NIS SUPPLEMENT SPECIFICATIONS

Preparation of text and graphic material for NIS Supplements generally conforms to the indicated procedures for other NIS material, with such modifications as are developed to meet the requirements of the Supplements.

2. CLASSIFICATION AND CONTROL

NIS textual material is classified independently by section. All pages of each section uniformly carry the highest classification of material in the section. All material, however, carries at least a RESTRICTED classification. Tables of contents, caption lists, all tables, and all graphics intended to be printed within text, carry the uniform section classification and are so stamped when submitted. Insert maps or other insert graphic items (including photographs) are not governed by the over-all classification, but are individually classified as appropriate.

The agency of primary responsibility is required to indicate any control aspects of submitted material.

All Comments on Principal Sources for all NIS are controlled for "U.S. Officials Only". Each page of that portion of manuscript is so stamped, top and bottom. The control for Comments on Principal Sources as such does not govern for related NIS material and need not be specified in the letter of transmittal.

25X1X7

NIS Areas, as approved and specifically listed by the NIS Committee, are restricted by control for "U.S. Officials Only". All NIS material relating to such Areas, regardless of the content of the material, is correspondingly controlled. Each page of manuscript and each unit of graphic material is appropriately stamped, top and bottom. All such material delivered to D/B carries a cover sheet

specifying control, and the control requirements also are indicated in the letter of transmittal.

When any element or portions of NIS material (other than Comments on Principal Sources) are controlled for reasons other than the approved control character of the Area, the entire section involved is controlled. Each page of manuscript and each unit of graphic material is appropriately stamped, top and bottom. All such material delivered to D/B carries a cover sheet specifying control, and the nature of and occasion for the control requirements are indicated in the letter of transmittal.

3. TREATMENT OF NAMES

Geographic names used in the NIS are those approved by the United States Board on Geographic Names (BGN). Preliminary gazetteers are issued to contributors for use in the preparation of text and graphic materials. Pending publication of a pertinent gazetteer, or in the case of names not covered by a published gazetteer, lists of names are submitted according to NIS supplementary instructions.

English conventional names are used insofar as they are approved by BGN. The approved native name is added in parentheses the first time the conventional name is used in a section, and thereafter as desirable for clarity. It is desirable to use the native name in parentheses after the conventional name on maps whenever practicable.

Approved native names are used where conventional English names are not provided. Translation of generic parts of native names (except when the meaning is apparent) is given, in parentheses or in running text if feasible, the first time a generic appears in any segment of text. As a reader aid, English generics may be interspersed in text.

All terms referring to man-made features, such as Small Boat Harbor, are in English. Military regions or other regions arbitrarily designated for convenience in presentation are in English and are not required to be identical with BGN approved versions.

Consistency in the use of the conventional or the native name for the same feature is maintained throughout each chapter.

In lists of towns and cities, coordinates are given for each of two or more places having identical names.

4. TECHNICAL TERMINOLOGY

When scientific names are appropriately used in the interest of accuracy, if possible they are preceded by a common name or common name generic; e.g., the colon bacillus (*Escherichia coli*), malaria mosquitoes (*Anopheles maculipennis*, A.

~~CONFIDENTIAL~~

PAGE 7

~~CONFIDENTIAL~~
EDITORIAL INSTRUCTIONS

JUNE 1951

hyracanus). The scientific names are enclosed in parentheses and marked for italics in every case. In a paragraph discussing malaria mosquitoes, however, italicized scientific names may be used without a preceding common name or generic. Scientific family names (names ending in -idae, as Stomatidae) are capitalized but not italicized.

Special-use terms, such as names of military regions, are capitalized (e.g., the Kazakh Hill Country) to clearly maintain identity.

5. STATISTICAL DATA

Statistical data normally are expressed either in U.S. units of measure or in the metric system, and are consistent within a section or the largest NIS unit feasible, except to conform with common usage, as in discussing 75 mm and 3" guns. All contributions, should clearly indicate what system is used, in tables as well as text. When different measurement systems unavoidably appear together in text (e.g., statute and nautical miles) they must be clearly differentiated. In the case of areas where available maps or charts use varying measurement systems, the text is expressed in U.S. units with metric conversion following in parentheses, and accompanying maps using extensive metric annotations in their original form carry a conversion table. Both U.S. and other measure-

ments may be given, as in the case of a table, when contributing to utility.

Measurements are expressed in terms consistent with the inherent or required degree of accuracy, (e.g., 2,340 miles of coast, 16' 6¼" bridge clearance). Conversions are exact when appropriate; a rounded original figure is not converted into an inconsistently exact figure; rounded conversions may be used with a modifying "about" or "approximate". Units of measurement with varying meanings are clearly defined, e.g., statute miles or nautical miles, short tons or long tons. Both quantity and value may be given when useful for indicating relative importance. In financial data, conversion factors with date are included.

6. RETURN OF MATERIAL

Detailed procedures governing the return of submitted material are established in NIS supplementary instructions.

7. EDITORIAL STYLE

Development of style for all forms of NIS content is a continuing and coordinated result of contributor and D/B processing of the various types of material. For all matters of style not so developed, and not indicated by specific D/B instructions, the current Government Printing Office Style Manual governs.

~~CONFIDENTIAL~~
Security Information

NATIONAL INTELLIGENCE SURVEY

STANDARD INSTRUCTIONS

SPECIAL NIS

MARINE CLIMATE AND OCEANOGRAPHY

Section 1 Introduction
Section 2 Marine Climate
Section 3 Oceanography

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

~~CONFIDENTIAL~~

Next 3 Page(s) In Document Exempt

Notice to Recipients

The attached NIS Correlation Guide is to be inserted in the NIS Standard Instructions following the Outline and Outline Guide for the Special NIS (Marine Climate and Oceanography).

~~CONFIDENTIAL~~

NATIONAL INTELLIGENCE SURVEY

STANDARD INSTRUCTIONS

NIS CORRELATION GUIDE

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

~~CONFIDENTIAL~~

25X1

Approved For Release 2005/05/12 : CIA-RDP79-01055A000200120001-5

Next 8 Page(s) In Document Exempt

Approved For Release 2005/05/12 : CIA-RDP79-01055A000200120001-5